

Children and Family Services

December 10, 2017

A Major Release of the N-FOCUS system is being implemented December 10, 2017. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

General Interest and Mainframe Topics: All N-FOCUS users should read this section.

Electronic Application: N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

Developmental Disabilities Programs: N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section.

Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

Expert System: All N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

Note: When new functionality is added to N-FOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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General Interest and Mainframe

Detail Tribal Information (Change)

The ICWA question on the Detail Tribal Information window has changed to be clearer.

N-FOCUS - Detail Tribal Information

Person JENNY WILCOX ADD

Does ICWA apply to this child's case? [Dropdown]

Determination Date [Text] No Tribal Affiliation

Enrollment Number [Text]

Primary Tribe Status [Dropdown] Status Date [Text]

Verification Document Received [Dropdown] Signed By [Text]

Buttons: Cultural Plan, Tribal Info, Qualified Expert, Add Tribe, Update, Delete, Intervene/Transfer

Tribal Name	Enrollment	Status	Status Date	Primary Tribe Ind
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Child Welfare Service Authorization for 4480 and 7933 (Change)

Specified workers will now have the ability to allow the sending of Service Authorization Notices for Out of Home Maintenance (4880) and Agency Supported Foster Care (7933) to the ECM portal for providers who want to receive their notices electronically. These services are paid via an auto claim process by the NFOCUS system.

There was a request from providers and CFS staff to allow the Service Authorization notices for these two service types only to go to the ECM Provider payment portal for providers to view the authorization notices. In order for this to occur in the service catalog, the Detail Program Service has to be auto claims eligible and has to be requested to have the Automatic Claim Notice box marked on the Service Request sheet.

N-FOCUS - Detail Program Service

Service

Long OUT OF HOME MAINTENANCE

Short OUT OF HM MAINTENANCE

Program

CHILDREN AND FAMILY SERVICES

IVE Payment Med Eligible Service Needs Assessed Automatic Claim Notice

Service Approval Type Subaward

Days Service Available Per Year [NONE] DD Discount Percentage [Text]

Description

PAYMENT TO MEET THE BASIC NEEDS OF A CHILD IN OUT OF HOME CARE, WHICH INCLUDES PERSONAL SAFETY, FOOD AND SHELTER.

Dates

Begin 01-01-1995

End

Proposed End

Buttons: OK, Cancel, Propose Close, Close PST, Help

RD Staff, on the morning following the release, will have to go in and change these providers who have requested this ability in the Provider Details portion of the Org.

Automatic Claims should be selected and Electronic selected in order for the authorizations to go to the portal. If the provider wants to continue to receive the authorization notices in the mail, Automatic Claims and N/A can continue to be selected. The same process for any new providers providing eligible services would be set up this way.

The screenshot shows the 'N-FOCUS - Detail Provider' window. The provider information includes:

- Provider:** Id 78736858, Name AIKMAN, TROY
- Service Approval Owner:** Id 78736858, Name AIKMAN, TROY
- Dates:** Status ACTIVE, Begin 03-01-2017, End
- Service Type:** Id 4880, Name OUT OF HM MAINTENANCE, Program CHILDREN AND FAMILY SERVICES/MEDICAID
- Preprint:** Radio buttons for Electronic (selected), Paper, and N/A. A checkbox for Automatic Claims is checked and highlighted with a red box. Other options include Hold Authorizations, Preprint Frequency, and Accepts Referrals (Yes).
- Provider Details:** Type dropdown set to [NONE], Rates..., and Approval Items... buttons.

CHARTS Referral on Subsidized Guardianship (Change)

CHARTS referrals on Subsidized Guardianship (SG) program cases can now be made in the Master Case with the SG program case. When making the referral in the Master Case with the SG program case, select “DHHS is CP”.

The referral may also be made from the Master Case with the CFS Program Case if it is open at the time of referral.

The screenshot shows the 'CHARTS Referral Detail' window. It displays:

- Persons Known to Master Case:** A table with columns Last, First, MI, Ext, SSN, Sex, Birth Date. Rows include JAMENAME (TINA BLUE, F, 10-16-1963) and DAVENAME (AIDA BLUE, M, 09-30-2005).
- Referral Status:** A checkbox for 'DHHS is CP' is checked and highlighted with a red box. Other options include 'Unknown NCP', 'Dependent is in an institution', 'Custodial Party', 'Non-Custodial Party', and 'Dependent'.
- CHARTS Referral List:** A table with columns Role, Last, First, Ext, SSN, Sex, Bk. Rows include 'Non-custodial Party' (TEST, NCP, M, 01-6) and 'Dependent' (DAVENAME, ROBE BLUE, D JR, M, 12-1).
- Additional Options:** 'Good Cause Claimed' (Yes/No), 'Supplemental Documentation' (Yes/No), and 'Remove Person from List'.
- Footer:** 'CHARTS Referral Comments/Narrative' and a timestamp '10-31-2017 10:49:31'.

CHARTS Referral (Fix)

The error has been fixed in CHARTS referrals when there was an active Child Care (CC) program case and Aid to Dependent Child (ADC) program case. The status of the dependents in the CC case (ex. one child does not meet the age requirement for CC) will no longer stop the referral of the ADC case to CHARTS.

Alerts

Alerts #599 and #600 – Child Removed from Home (New)

New alerts have been created to notify IMFC workers when a child has been removed from the home and the plan is to return the child within 90 days or not.

These alerts are identical to Alerts #175 and 176, but are specifically for IMFC workers.

CFS Alerts Implemented 12/20/17 (New)

Alert #602- Mark ICWA Indicator

When a child is active in a CFS Program Case and the ICWA Indicator has not been answered, the alert will be created 14 days from when the Program Case was opened, as well as every 30 days from the case opening date, until it is answered.

Text:

The ICWA Indicator must be answered for <ARP Name>. Go to the Tribal button and answer if ICWA applies to this child's case.

Alert #603- Create ICWA Notices

When a child's ICWA Indicator is marked Yes or Reason to Know, and the child is involved in a non-court, court involved or Alternative Response case, which Tribal Notices/Tribal Membership Inquiry Form have not been created, the alert will be created 3 days or 7 days after the legal status change, depending on the legal status. The alert will also be created every 30 days from the date of the legal status change, if a Tribal Notice/Tribal Membership Inquiry Form has not yet been created for the child.

Text:

Yes/Reason to Know was marked on the ICWA Indicator for <ARP Name>. ICWA Notices must be created, sent, scanned into document imaging and filed with court.

Correspondence

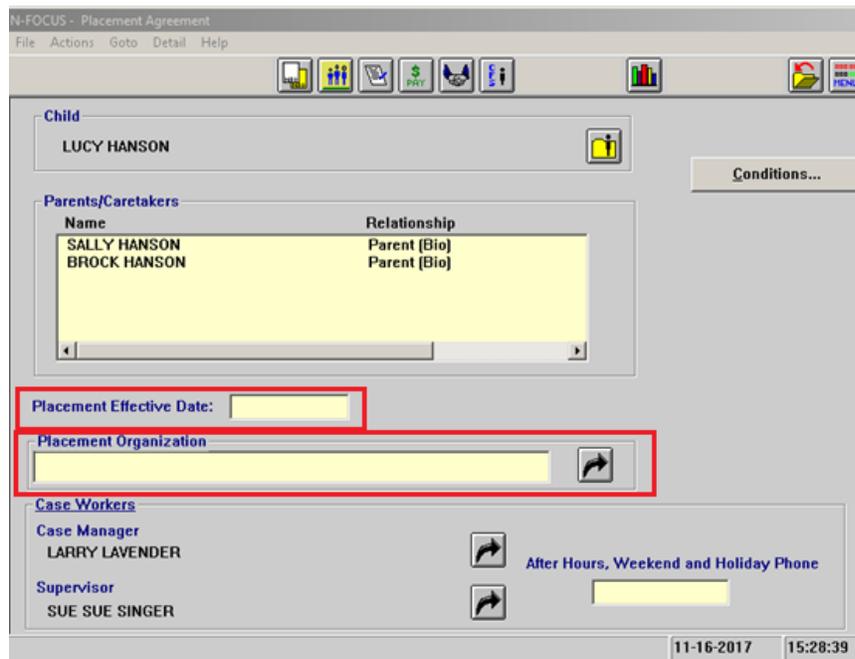
Placement Agreement Redesign (Change)

The Placement Agreement and Child Disclosure have been combined into one document.

The Placement Agreement can be accessed through the Placement Agreement' button on the List Removal/Placement window and the Detail Placemen' window.



Workers must enter the Placement Effective Date and Placement Organization in order to print the Placement Agreement. Workers can type in any organization or black arrow out the child's placement.

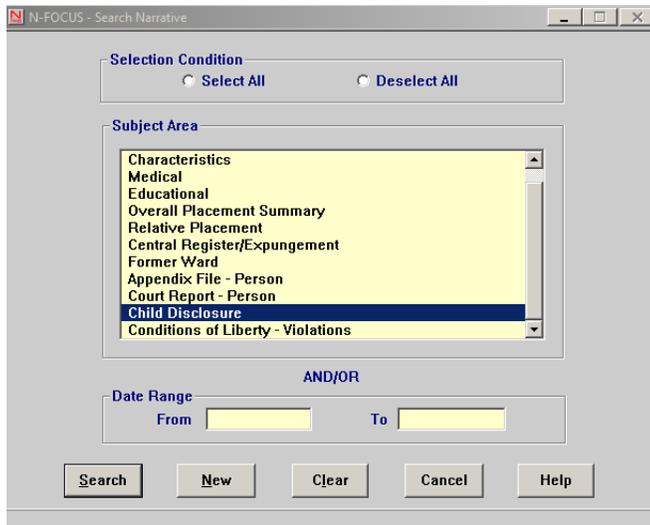


Name	Relationship
SALLY HANSON	Parent [Bio]
BROCK HANSON	Parent [Bio]

Workers can add narratives in the Child's Medical Information, Medical Conditions/Needs/Equipment and Developmental Needs sections of the Placement Agreement.

Select the 'Narrative' button
From the 'Search Narrative' window select Child Disclosure





Add new narratives.

Note: Narratives must be in FINAL status for them to print on the Placement Agreement.

Occurrence	Item	Short Description	Status
12-10-2017	Child's Medical Information	Lucy has a pacemaker that requires her t	FINAL
12-10-2017	Medical Conditions/Needs/Equipmer	Lucy has a pacemaker and is not allowed	FINAL
12-10-2017	Developmental Needs	Lucy had a heart attack when she was you	FINAL

Monthly Client Account Statement (Change)

Monthly account statements will be combined into one document when a Responsible Party is associated with more than one AR per program.

Interface

Early Development Network (EDN) Interface to CONNECT (New)

With this release, the Early Development Services Referral will be automated and sent to the identified EDN providers. The following will be accomplished with this interface:

- Identify children under the age of 3 that require to be referred to EDN (Early Development Network)/CAPTA (Child Abuse Prevention and Treatment Act) based upon a substantiated finding
- Expedite the referral electronically instead of relying on the CFS Specialist completing the referral and mailing the referral to the supporting EDN Office
- Validate that a referral was completed and entered in CONNECT.
 - In the past CFS has not been able to report this information accurately because it was difficult to verify that a person in CONNECT was the same person in N-FOCUS

Document Imaging

New Categories

New Document Imaging categories for EA have been requested, they are

- Fraud/IPV Information-EA
- Drug Felon Status

New main categories and corresponding sub categories have been added for IMFC.

Main Category:

- IMFC/IV-E Reviews

Sub categories:

- IMFC Opening Packet
- IMFC Permanency Review
- ICAMA Application
- ICAMA Correspondence
- ICAMA Documentation
- Sub Adopt Opening Packet
- Sub Adopt Reviews
- Sub Adopt Increase
- Sub Guard Review
- Sub Guard Opening Packet
- Sub Guard Increase
- Bridge to Independence Opening Packet
- Bridge to Independence Review
- IMFC Age Related Review

- Sub Adopt Age Related Review
- Sub Guard Age Related Review

Main Category:

- Mental Health Substance Abuse

New Sub-Category:

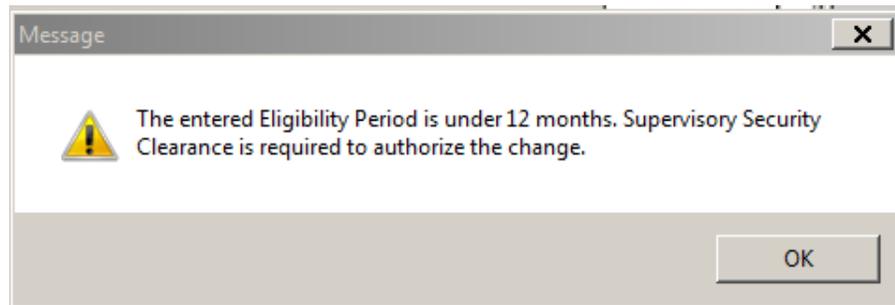
- Informed Consent

Expert System

Child Care Eligibility Dates (Change)

Supervisors and leads, along with Child Care Policy, will be able to shorten the Child Care eligibility dates between 1-11 months from the state month. Once they have approved a budget with the new dates, SSW's will be able to run consecutive budgets. SSW's will not be able to change the eligibility dates unless they are moving them to months 12-18 from the start month.

Workers that do not have the security to shorten the Child Care eligibility dates will receive the following message:



Child Care: Benefit Summary (Fix)

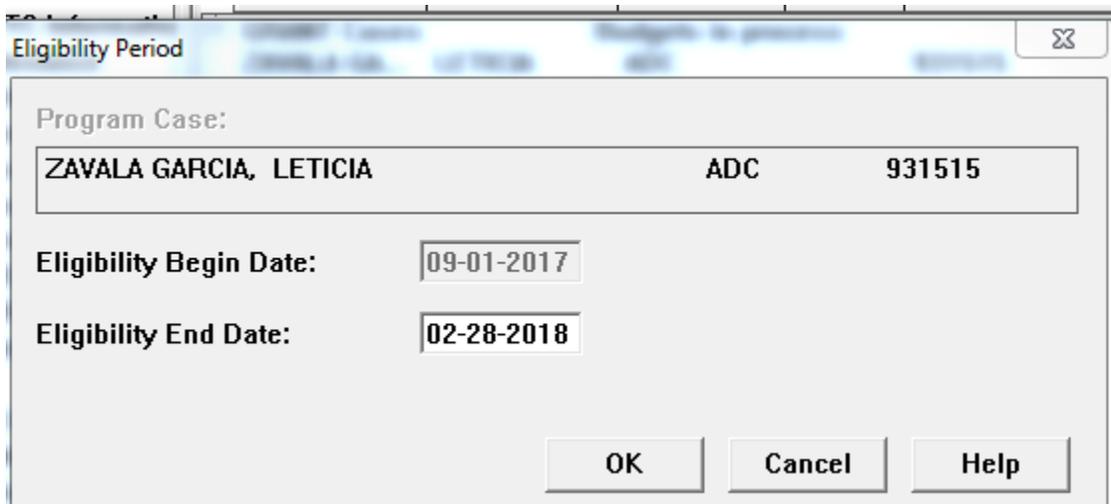
Workers will be able to double click on the earned income, in benefit summary, and see what income was used in the calculation.

N-FOCUS Tips

Closing Windows in Expert System

When you are processing in the Expert System there are two things that you should **NEVER DO**:

- Use the **ALT F4** to get off a window
OR
- Use the **X** at the top right of any window.



Program Case:		
ZAVALA GARCIA, LETICIA	ADC	931515

Eligibility Begin Date: 09-01-2017

Eligibility End Date: 02-28-2018

OK Cancel Help

Both of these actions will cause issues with the case that you are processing. You will not notice an issue but certain data for this case will not get set correctly. This then will cause issue for the next person running this case or for our MESA processing.

PLEASE never use the ALT F4 OR the X to leave a window in the Expert System.

Children and Family Services

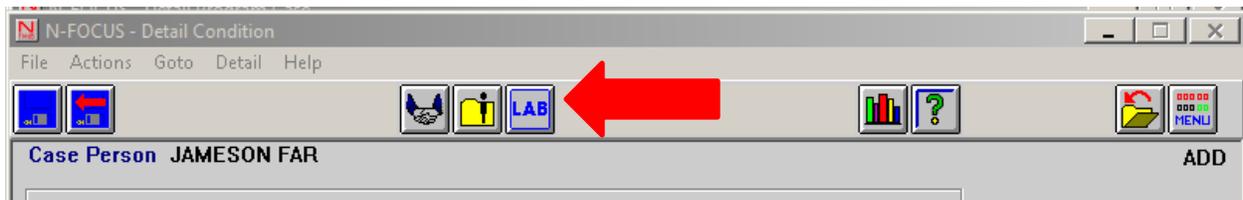
Drug Screening Results Window and Interface (New)

An interface has been implemented between Nebraska DHHS NFOCUS and Redwood Toxicology Lab. Redwood Toxicology is the single provider contracted to perform confirmations of all drug testing results. The interface will allow drug screening results to be sent directly to NFOCUS once daily. This information can be accessed from the person detail screen or from the conditions window. Additionally, this interface will allow DHHS to send Redwood Toxicology donor information twice daily directly from the service referral created in NFOCUS. This will ensure that client information on the Redwood Toxicology site is accurate and will also reduce the time it takes providers to enter results on the Redwood site. Providers and DHHS workers can and should still fill out donor information on Tox Access if needed.

The new Drug Screening Results window is accessed by selecting the LAB icon on either the Person Detail or Detail Conditions windows. The List Drug Test Results window will display if there are multiple instances of Drug Test Results.



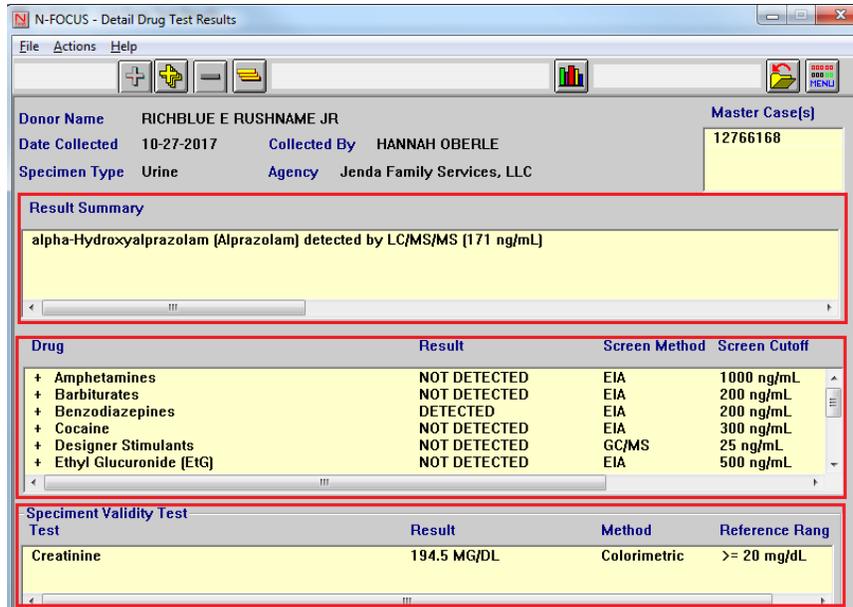
Or



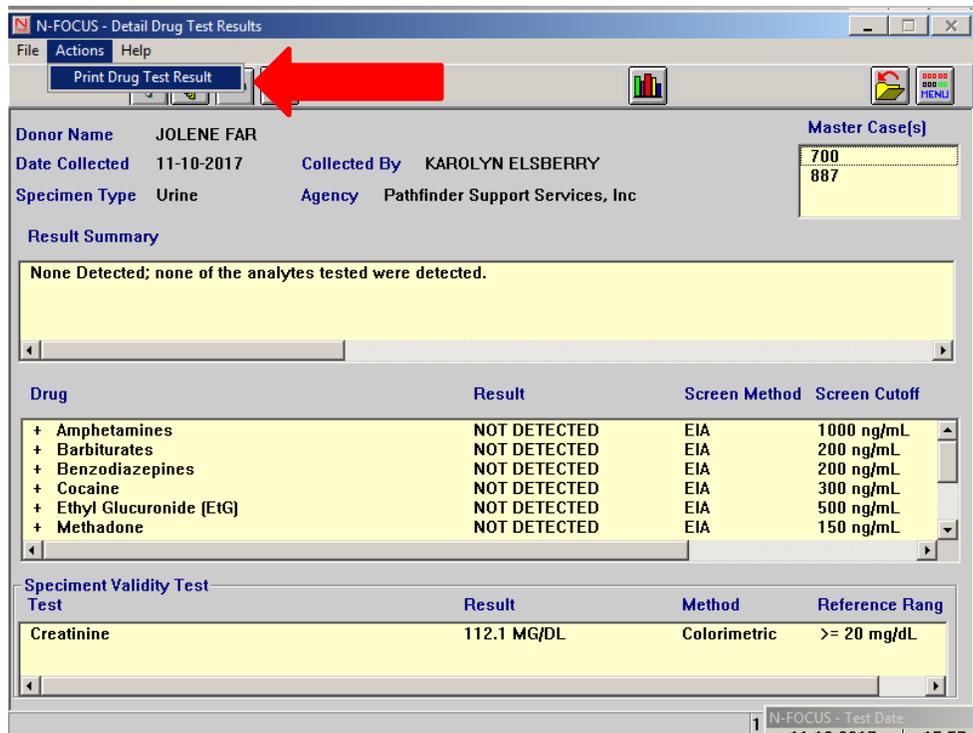
Date	Specimen Type	Agency	Result
10-28-2017	Oral	Owens & Associates, Inc	DETECTED
10-26-2017	Oral	Pathfinder Support Services, Inc	DETECTED
10-09-2017	Oral	Pathfinder Support Services, Inc	DETECTED
10-05-2017	Oral	Pathfinder Support Services, Inc	DETECTED
10-05-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-05-2017	Urine	Lutheran Family Services	DETECTED
10-27-2017	Urine	Jenda Family Services, LLC	DETECTED
10-27-2017	Urine	Jenda Family Services, LLC	DETECTED
10-27-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-26-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-26-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-26-2017	Urine	Better Living Counseling Services, Inc	DETECTED
10-26-2017	Urine	Better Living Counseling Services, Inc	DETECTED
10-26-2017	Urine	Jenda Family Services, LLC	DETECTED
10-26-2017	Urine	Better Living Counseling Services, Inc	DETECTED
10-26-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-10-2017	Urine	Better Living Counseling Services, Inc	DETECTED
10-25-2017	Urine	Lutheran Family Services	DETECTED
10-25-2017	Urine	Owens & Associates, Inc	DETECTED
10-25-2017	Urine	Pathfinder Support Services, Inc	DETECTED
10-25-2017	Urine	Better Living Counseling Services, Inc	DETECTED
10-10-2017	Urine	Owens & Associates, Inc	DETECTED

From the List Drug Test Results window, select the row to view more detail and either select the Open icon or double click the row to open the Detail Drug Test Results window.

The results of the drug test are displayed.



A worker will also receive an alert when drug testing results are received. These alerts are daily when a drug results is received. The alert is cleared automatically in 35 days. A summary of the drug testing result can be printed from the actions menu in the detail drug test results screen. The results printed from NFOCUS should NOT be used for official purposes such as sharing with attorneys or for court reports. If a worker needs official results these should be printed from the Redwood Toxicology site. Additionally, workers should verify results printed from NFOCUS with the official results on Tox Access.



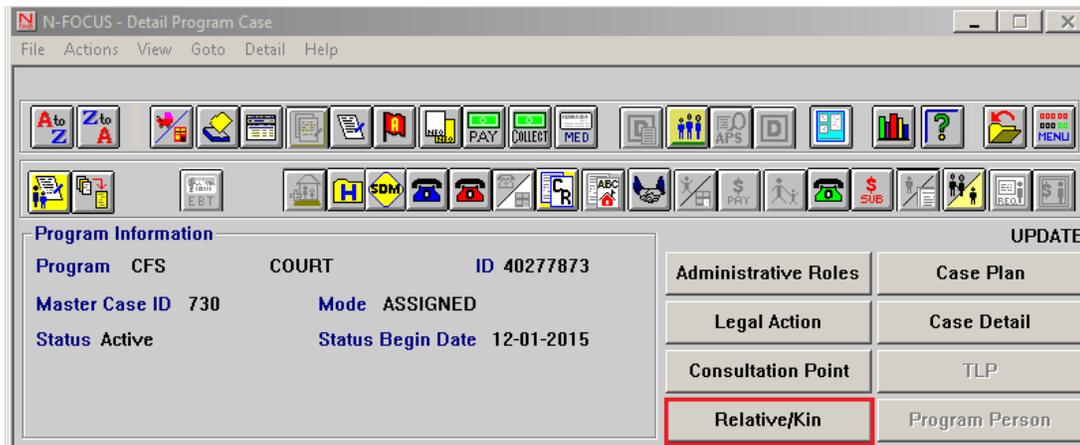
Legal Action Hearing Type (New)

Motion to Intervene has been added as a new hearing type in Legal Actions.

This hearing type can be used when grandparents or the tribe files a motion to intervene.

Relative Notices Name (Changed)

The Relative Notices button on the Detail Program Case window has been changed to the Relative/Kin button.



The Relative/Kin icon has been added to the List Narrative, Detail Narrative, List Multi-Person Narrative and Detail Multi-Person Narrative windows.



Selecting either the Relative/Kin button or the Relative/Kin icon will display the List Relative Relationships window.

Kinship Search and ICWA Narratives (Change)

The ICWA narratives have been moved from the Kinship Search narratives and put into a new narrative subject are called ICWA.

The Kinship Search narratives have been disabled.

Note: You may search for existing narratives, but you may not create new narratives. The reason for this change is to keep all relative/kinship information in the Relative/Kin section.

Detail Education Report Copy Forward (Change)

Copy Forward is now available on the Education Court Report.

Copy Forward (Fixed)

The Copy Forward command has been fixed with this release.

EDN Automate Manual Referrals (Change)

When a CFS specialist creates an EDN referral on NFOCUS they will no longer have to print and then manually fax and or mail the referral. EDN referrals will be sent daily to CONNECT through a once daily batch process.

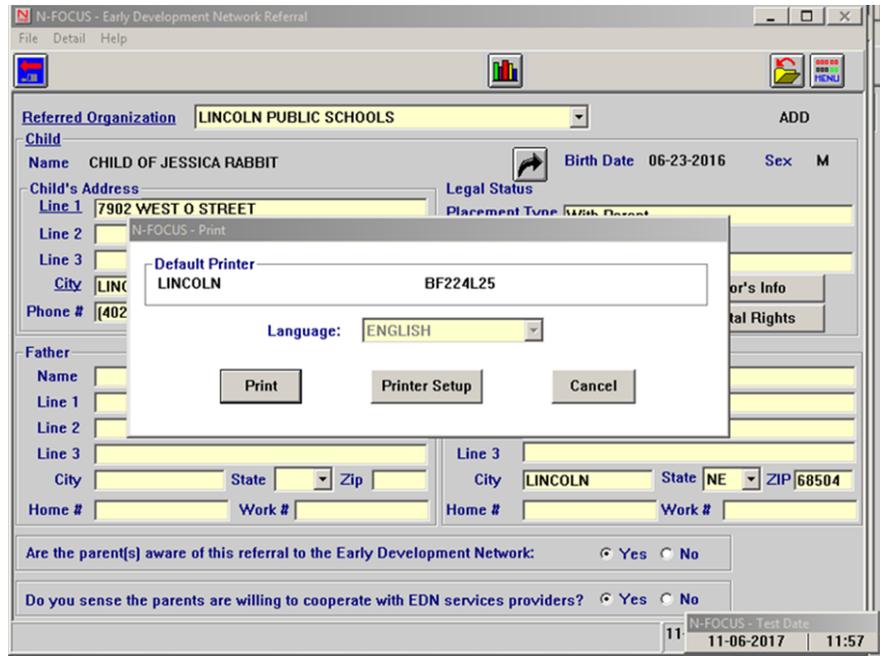
To create an EDN referral follow these steps:

1. Navigate to the Detail Program Case Window and select the Correspondence icon.
2. Select the New button
3. Select Early Development Network Referral from the Create Correspondence List.

The Early Development Network Referral window will display.

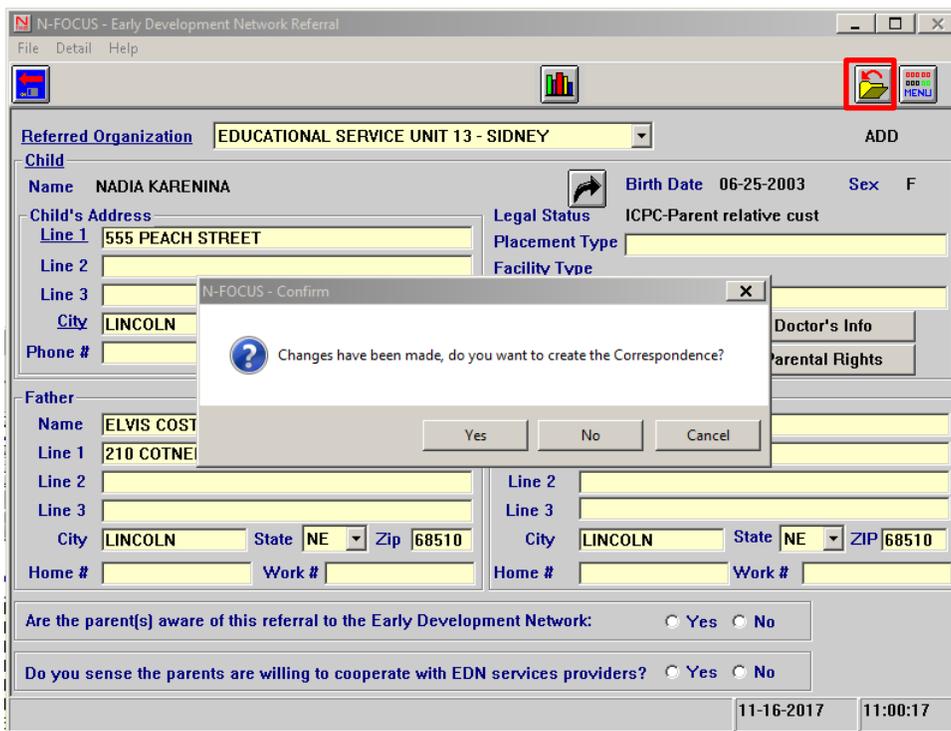
4. Complete all the fields on the EDN referral form and click save and close. W
 - The “Save and Close” is selected a message will display.
 - The referral will be sent electronically once ‘Yes’ or ‘No’ is selected.
 - Printing the referral is optional.
 - Selecting “No” will close the window
 - Selecting ‘Yes’ will print the referral and close the screen

The screenshot shows the 'N-FOCUS - Early Development Network Referral' window. The 'Referred Organization' is set to 'LINCOLN PUBLIC SCHOOLS'. The 'Child' section includes 'Name: CHILD OF JESSICA RABBIT', 'Birth Date: 06-23-2016', and 'Sex: M'. The 'Child's Address' section has 'Line 1: 7902 WEST O STREET' and 'City: LINCOLN'. The 'Legal Status' is 'With Parent'. A dialog box is open in the center with the text: 'This EDN referral will be sent electronically. Do you want to Print it now?' and 'Yes' and 'No' buttons. The 'Father' section has 'City: LINCOLN', 'State: NE', and 'ZIP: 68504'. At the bottom, there are two radio button options: 'Are the parent(s) aware of this referral to the Early Development Network?' (Yes selected) and 'Do you sense the parents are willing to cooperate with EDN services providers?' (Yes selected). The status bar at the bottom right shows '11 11-06-2017 11:56'.



Note: If the referral was created in error use the 'Yellow' Close icon. A new message will display that asks if the worker would like to create the correspondence.

- Selecting 'Yes' will allow the worker to create and send the correspondence
- Selecting 'No' will exit the window without sending the correspondence

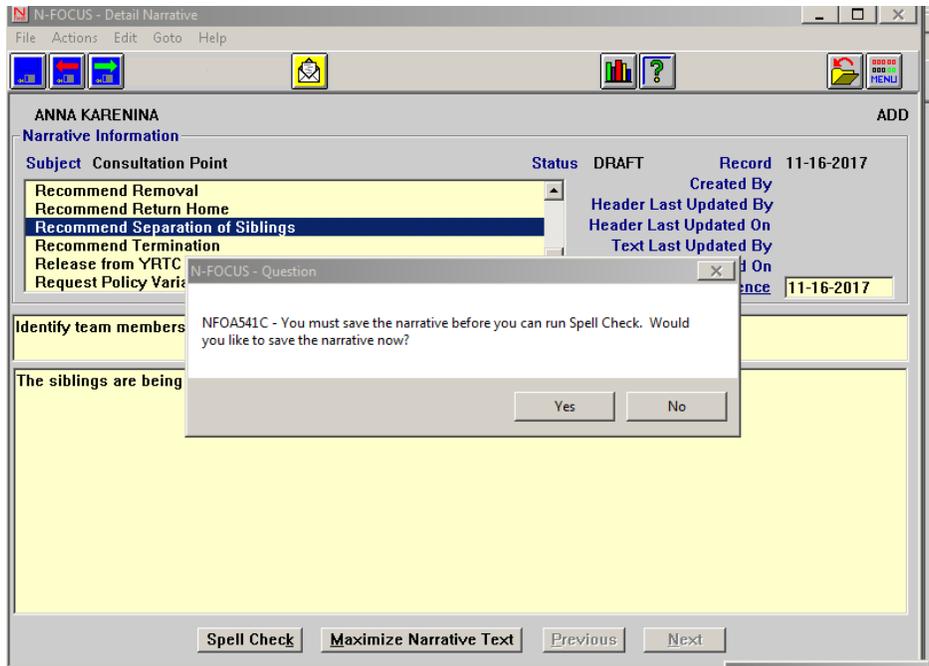


Detail Narrative Spell Check Error (Fix)

Sometimes when using spell check narrative has been lost. A change was added that will save the detail narratives before spell check is engaged.

The following message only displays the first time a narrative is created. Once spell check is used in the narrative the save is automatic and no message will display.

Note: The spelling check fix is not yet present in the SDM assessment narratives and the court report narratives.



Drug Factor Risk Question Edit (Change)

Currently, the drug factor questions are optional in the SDM Risk and Prevention assessments, however administration has requested these questions be mandatory when a caregiver has had a drug and or alcohol issue within the current 12 months period.

When a worker has indicated the Primary and or Secondary caregiver has a past or current alcohol and or drug problem during the last 12 months (Q12/Q13-Risk Assessment; Q10/Q11-Prevention Assessment) and they click on any of the save buttons they will automatically go to the drug factor questions.

If the drug factor questions are not completed while answering the risk questions another edit will appear before the assessment can be put into ready for review.

The following screen prints show the progression of this task.

N-FOCUS - Detail SDM Initial Risk Assessment

File Actions Detail Goto Help

CFS Case Name KRISTEN LOVELY MC # 885 UPDATE
 HH Name KRISTEN LOVELY Referral Date 09-01-2017

Assessment

Assessment Date 11-16-2017 ID Nbr 23510390 Abuse/Neglect Index Abuse/Neglect Summ
 Completed By JOE SCHMO Supplemental Items Drug Factor
 Office BEATRICE Scoring/Override Contact Detail
 Status Draft as of 11-16-2017 Planned Action Status History
 Final Level Very High Scored Level Very High Maltreatment/Summary & Findings
 Abuse Score 0 Neglect Score 0 Intake
 Planned Action Recommend for Ongoing Services
 Recommended Decision Recommend for Ongoing Services

Persons Involved in the Assessment

Name	Role	Birth Date
KRISTEN LOVELY	Primary Caregiver	10-03-1988
JASON LOVELY	Secondary Caregiver	01-17-1989
LEVI LOVELY	Child	12-03-2016
LILIA LOVELY	Child	08-29-2017
TOBEY J LOVELY	Child	10-03-2000

Reviewed By Supervisor On Behalf Of Review Narrative

11-16-2017 14:02:07

N-FOCUS - SDM Initial Risk Assessment - Abuse/Neglect Index

HH Name KRISTEN LOVELY UPDATE

Abuse/Neglect Index

Q12 : Primary caregiver has past or current alcohol or drug problem

Yes

Alcohol
 During
 Prior to
 Drugs
 During
 Prior to

NFOAU21C- Drug Factor questions must be answered when a caregiver has a current drug or alcohol problem during the last 12 months. Would you like to proceed to the drug factors?

Yes No

Narrative test

Save and Previous 12 of 16 Abuse/Neglect Questions Save and Next

Abuse/Neglect Summary Save Save and Close Close Help

N-FOCUS - SDM Initial Risk Assessment - Abuse/Neglect Index

HH Name KRISTEN LOVELY UPDATE

Abuse/Neglect Index

Q13 : Secondary caregiver has past or current alcohol or drug problem

Yes

Alcohol

During the last 12 months

Prior to the last 12 months

Drugs

During the last 12 months

Prior to the last 12 months

NFOU21C - Drug Factor questions must be answered when a caregiver has a current drug or alcohol problem during the last 12 months. Would you like to proceed to the drug factors?

Narrative test

Yes No

Save and Previous 13 of 16 Abuse/Neglect Questions Save and Next

Abuse/Neglect Summary Save Save and Close Close Help

N-FOCUS - Detail SDM Initial Risk Assessment

File Actions Detail Goto Help

CFS Case Name KRISTEN LOVELY MC # 885 UPDATE

HH Name KRISTEN LOVELY Referral Date 09-01-2017

Assessment

Assessment Date 11-16-2017 ID Nbr 23510390

Completed By JOE SCHMO

Office BEATRICE

Status Draft as of 11-16-2017

Final Level Very High Scored Level Very High

Abuse/Neglect Index	Abuse/Neglect Summ
Supplemental Items	Drug Factor
Scoring/Override	Contact Detail
Planned Action	Status History

N-FOCUS - SDM Initial Risk Assessment - Edit Errors

The requested Status Change can not be completed due to the following errors in the Assessment data.

Drug Factor is mandatory when there is a drug/alcohol problem in past 12 months

OK

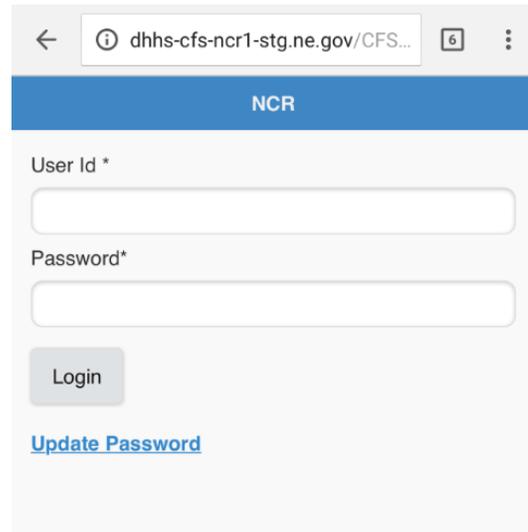
Nebraska Caregiver Responsibilities/NCR (New)

Workers can now create, update, and finalize NCR's on a new web applicable assessable from their desktop, tablet or mobile phone. The look and layout of the NCR will be different on the desktop and tablet versus the mobile phone.

Mobile Phone:

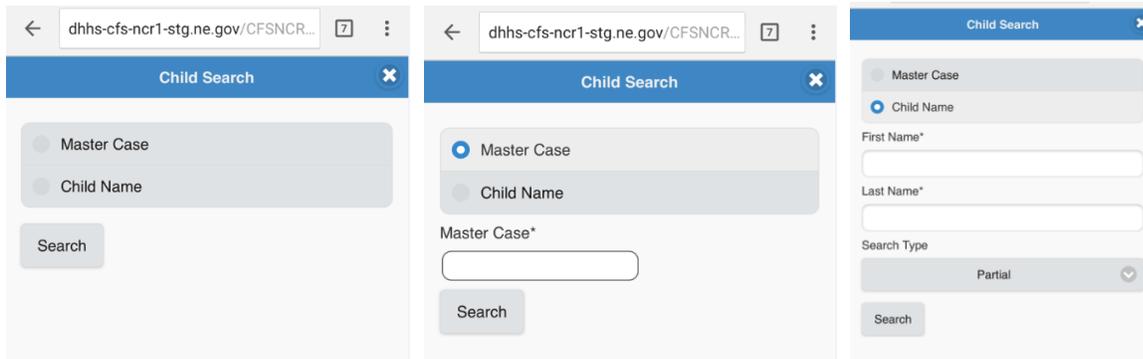
<https://dhhs-cfs-ncr.ne.gov/CFSNCR/>

Type the web address in your mobile web browser. The page shown to the right will display. Log in using your N-FOCUS username and password.



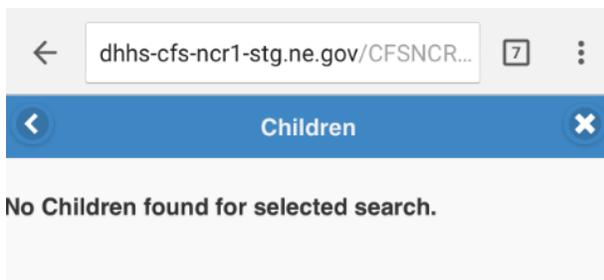
The screenshot shows a mobile browser interface for the NCR system. The address bar displays 'dhhs-cfs-ncr1-stg.ne.gov/CFS...'. Below the address bar is a blue header with the text 'NCR'. The main content area contains a login form with the following elements: 'User Id *' with an input field, 'Password*' with an input field, a 'Login' button, and a blue link for 'Update Password'.

Searching by Master Case or Name.



The first screenshot shows the 'Child Search' screen with radio buttons for 'Master Case' and 'Child Name', and a 'Search' button. The second screenshot shows 'Master Case' selected, with an additional 'Master Case*' input field and a 'Search' button. The third screenshot shows 'Child Name' selected, with input fields for 'First Name*' and 'Last Name*', a 'Search Type' dropdown menu set to 'Partial', and a 'Search' button.

Note: Only children in out of home placements will yield a result.



The screenshot shows the mobile browser interface with the address bar displaying 'dhhs-cfs-ncr1-stg.ne.gov/CFSNCR...'. Below the address bar is a blue header with a back arrow, the text 'Children', and a close button. The main content area displays the message: 'No Children found for selected search.'

If searching by a Master Case, all children in active out of home placements in that Master Case will display. If searching by Child, you will be taken directly to the child's list of NCR's.

Children		+ ADD New NCR(s)	
Name:	RUBY HANSON	ID Nbr:	52947782
Date of Birth:	06-14-2012	Date:	11-07-2017
Master Case:	831	Type:	Change of Placement
Caregiver:	CRAWFORD, SARAH	Status:	Final
Name:	LUCY HANSON	Caregiver:	AUST, ANGELA
Date of Birth:	04-11-2009	View	
Master Case:	831	ID Nbr:	99968298
Caregiver:	AUST, ANGELA	Date:	11-01-2017
Name:	JONATHAN HANSON	Type:	Initial
Date of Birth:	02-21-2017	Status:	Final
Master Case:	831	Caregiver:	AUST, ANGELA
Caregiver:	BARRY MANALOW	View	
		ID Nbr:	67706362
		Date:	09-19-2017
		Type:	Change of Placement
		Status:	Final
		Caregiver:	AUST, ANGELA
		View	

Workers can Update existing NCR's, View finalized NCR's or ADD New.

When creating a new NCR, the worker must enter the Date and select a Type before the NCR can be saved.

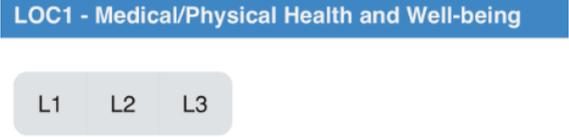
NCR(s)		+ ADD New NCR(s)		NCR Detail	
LUCY HANSON		LUCY HANSON		LUCY HANSON	
ID Nbr:	52947782	ID Nbr:	52947782	Child Name:	LUCY HANSON
Date:	11-07-2017	Date:	11-07-2017	Date of Birth:	04-11-2009
Type:	Change of Placement	Type:	Change of Placement	Master Case:	831
Status:	Final	Status:	Final	Caregiver Name:	AUST, ANGELA
Caregiver:	AUST, ANGELA	Caregiver:	AUST, ANGELA	Completed By:	DSSZ915
View		View		Status:	Draft
ID Nbr:	41453237	ID Nbr:	99968298	Level of Parenting:	
Date:	11-05-2017	Date:	11-01-2017	Date:*	mm-dd-yyyy
Type:	Initial	Type:	Initial	Type:*	Select One
Status:	Ready for Review	Status:	Final	Persons Present for the NCR	
Caregiver:	AUST, ANGELA	Caregiver:	AUST, ANGELA	<input type="text"/>	
View	Update	View			
ID Nbr:	99968298	ID Nbr:	67706362		
Date:	11-01-2017	Date:	09-19-2017		
Type:	Initial	Type:	Change of Placement		
Status:	Final	Status:	Final		
Caregiver:	AUST, ANGELA	Caregiver:	AUST, ANGELA		
View		View			

There is a new narrative box for the NCR where workers can enter comments regarding the NCR, to include who was present.

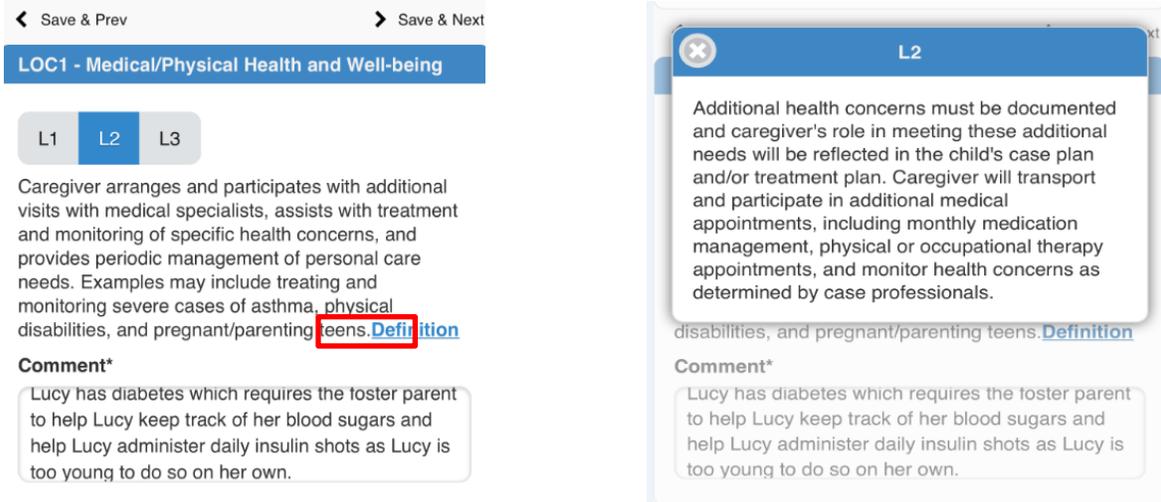
Persons Present for the NCR

CFSS Suzy Johnson, FCS Sally Right and Foster Parent.

Clicking on the different Levels (L1, L2, L3) will select the level.



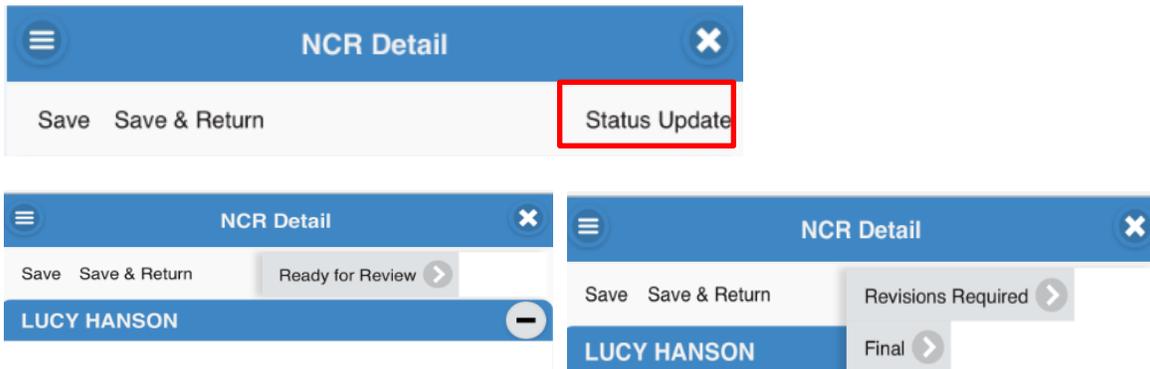
Workers can also click on the Definition link and a definition for the Level will pop up.



Workers can use the buttons located at the bottom of the screen to navigate to the Child's list of 'NCR(s)', the list of 'Children' in the MC or a 'New Search'. The 'x' will log the worker out of the NCR application.



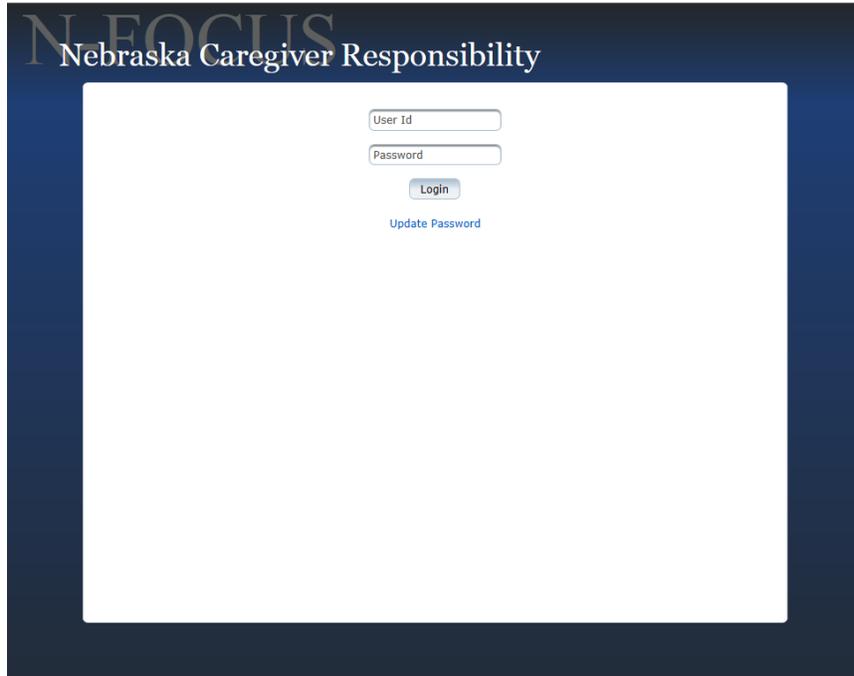
When a worker has completed all eight (8) Levels of Care (LOC). A Status Update icon will appear at the top of the screen. After clicking on the Status Update icon, workers can put the NCR in Ready for Review status. The worker will be taken back to the child's list of NCR's after updating the status to Ready for Review. The worker will then need to click on the Update button to be taken back into the NCR to put into Final status.



Desktop

<https://dhhs-cfs-ncr.ne.gov/CFSNCR/>

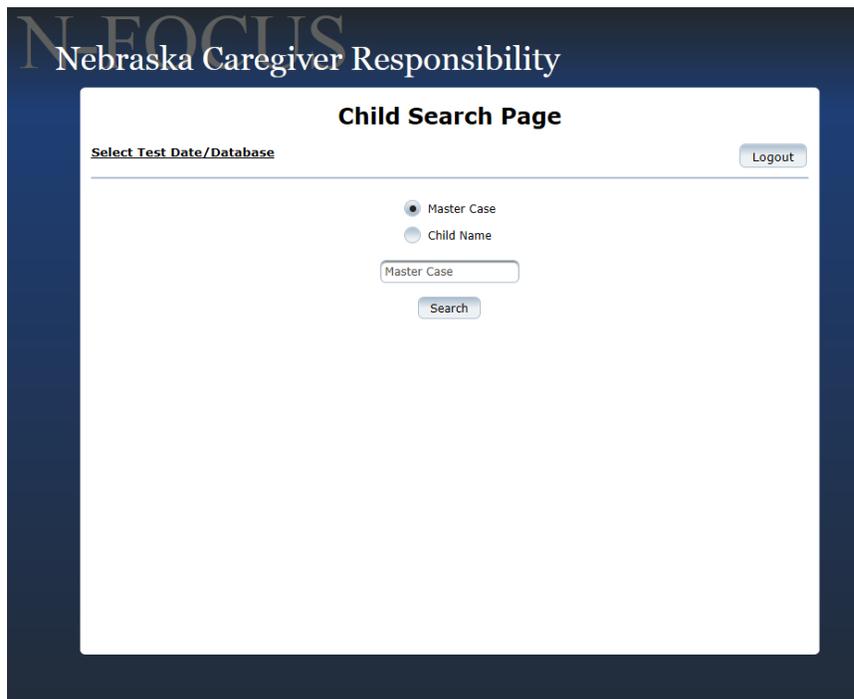
Workers can type web address into their web browser. They will be taken to a log in page using their N-FOCUS username and password.



The screenshot shows the login page for N-FOCUS Nebraska Caregiver Responsibility. The page has a dark blue header with the text "N-FOCUS Nebraska Caregiver Responsibility". Below the header is a white login form with the following elements:

- A text input field labeled "User Id".
- A text input field labeled "Password".
- A "Login" button.
- A link labeled "Update Password".

Searching by Master Case or Name



The screenshot shows the "Child Search Page" within the N-FOCUS Nebraska Caregiver Responsibility system. The page has a dark blue header with the text "N-FOCUS Nebraska Caregiver Responsibility". Below the header is a white search form with the following elements:

- A "Logout" button in the top right corner.
- A link labeled "Select Test Date/Database" in the top left corner.
- Two radio buttons for search criteria: "Master Case" (selected) and "Child Name".
- A text input field labeled "Master Case".
- A "Search" button.



Note: Only children in out of home placements will yield a result.

Children in active CFS cases

Child Name	Date of Birth	Master Case	Caregiver Name
No records found.			

If searching by a Master Case, all children in active out of home placements in that Master Case will display. If searching by Child, you will be taken directly to the child's list of NCR's.

NEOCUS
Nebraska Caregiver Responsibility

Children in active CFS cases

New Search

Logout

Child Name	Date of Birth	Master Case	Caregiver Name
HANK FRITZ	06/05/2009	876	AGENA, SHAWNA S.
SKIP FRITZ	03/05/2003	876	AGENA, SHAWNA S.

Workers can Update existing NCR's, View finalized NCR's or ADD New.

NEOCUS
Nebraska Caregiver Responsibility

NCR's for HANK FRITZ

Master Case: 876

Child List

New Search

Logout

Date	Type	Status	Caregiver	ID Nbr	
11-09-2017	Change of Placement	Draft	AGENA, SHAWNA S.	25976482	View Update
11-09-2017	Permanency Plan Change	Final	AGENA, SHAWNA S.	73747898	View
11-07-2017	Reassessment (5 months from date of previous tool)	Final	AGENA, SHAWNA S.	54249297	View
11-01-2017	Initial	Final	AGENA, SHAWNA S.	64706254	View
10-11-2017	Request of Agency/Department	Final	AGENA, SHAWNA S.	32048483	View

NEOCUS
Nebraska Caregiver Responsibility

NCR's for HANK FRITZ
Master Case: 876

ADD New Child List New Search Logout

Date	Type	Status	Caregiver	ID Nbr	
11-14-2017	Change of Child Circumstance	Final	AGENA, SHAWNA S.	38226768	View
11-09-2017	Change of Placement	Final	AGENA, SHAWNA S.	25976482	View
11-09-2017	Permanency Plan Change	Final	AGENA, SHAWNA S.	73747898	View
11-07-2017	Reassessment (6 months from date of previous tool)	Final	AGENA, SHAWNA S.	54249297	View
11-01-2017	Initial	Final	AGENA, SHAWNA S.	64706254	View
10-11-2017	Request of Agency/Department	Final	AGENA, SHAWNA S.	32048483	View

When creating a new NCR, the worker must enter the Date and select a Type before the NCR can be saved.

NEOCUS
Nebraska Caregiver Responsibility

Nebraska Caregiver Responsibility

Child List NCR List New Search Cancel Save Save & Return Logout

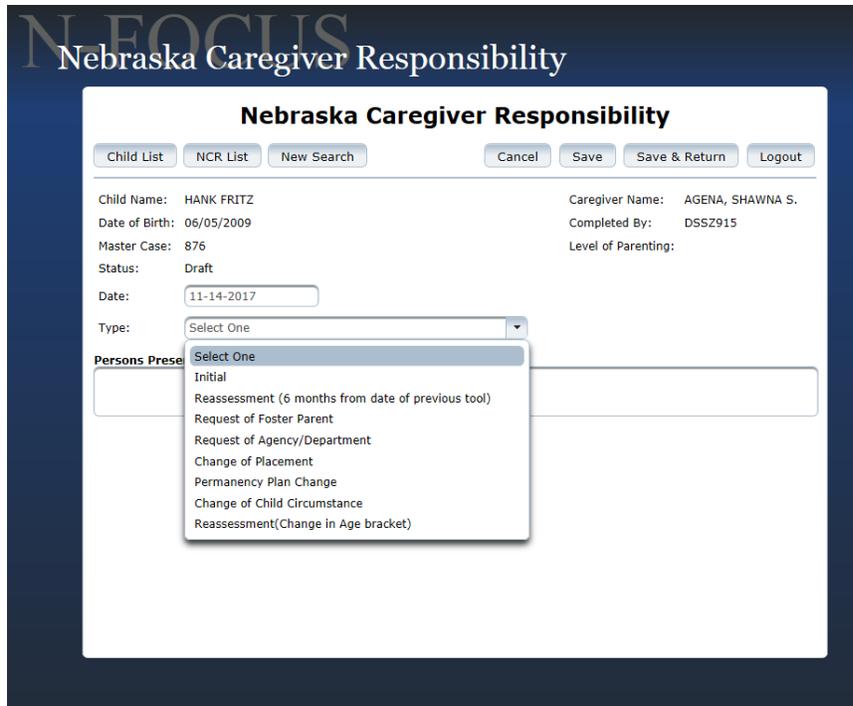
Child Name: HANK FRITZ Caregiver Name: AGENA, SHAWNA S.
 Date of Birth: 06/05/2009 Completed By: DSS2915
 Master Case: 876 Level of Parenting:
 Status: Draft

Date:

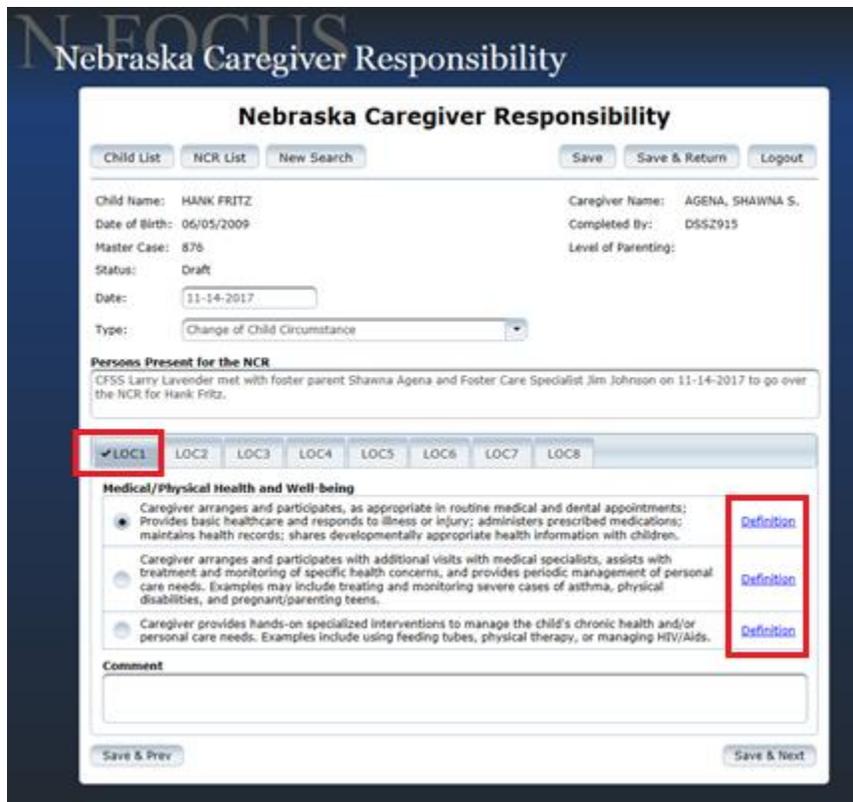
Type:

Persons Present

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



The worker can click on the different Levels (L1, L2, L3). The worker must select a Level within the LOC. A black checkmark will appear to signal the Level was selected. Workers can also click on the Definition link and a definition for the Level will pop up.



Definition L1

Caregiver follows established policies to ensure child's physical health needs are met by providing basic healthcare and response to illness or injury. Caregiver contributes to ongoing efforts to meet the child's needs, by arranging, transporting and participating in doctor's appointments that is reflected in required ongoing documentation. Caregiver will administer medications as prescribed, keep a medication log of all prescribed and over-the counter medication, understand the medication administered, and submit the medication log monthly.

ok

Workers can use the buttons located at the top of the screen to navigate to the Child's list of NCR(s), the Child List in the Master Case or a New Search. The Logout will log the worker out of the NCR application.

Nebraska Caregiver Responsibility

Child List

NCR List

New Search

Logout

When a worker has completed all eight (8) Levels of Care (LOC). A Status Update icon will appear at the top of the screen. From there, workers can put the NCR in Ready for Review status and then Final Status.

The worker will be taken back to the child's list of NCR's after updating the status to Ready for Review. The worker will then need to click on the Update button to be taken back into the NCR to put into Final status.

Nebraska Caregiver Responsibility

Child List NCR List New Search **Status Update** Save Save & Return Logout

Ready for Review

Child Name: HANK FRETZ
Date of Birth: 06/05/2009
Master Case: 876
Status: Draft
Date: 11-14-2017
Type: Change of Child Circumstance

Caregiver Name: AGENA, SHAWNA S.
Completed By: DSG2915
Level of Parenting: Essential

Persons Present for the NCR
CFSS Larry Lavender met with foster parent Shawna Agena and Foster Care Specialist Jim Johnson on 11-14-2017 to go over the NCR for Hank Fritz.

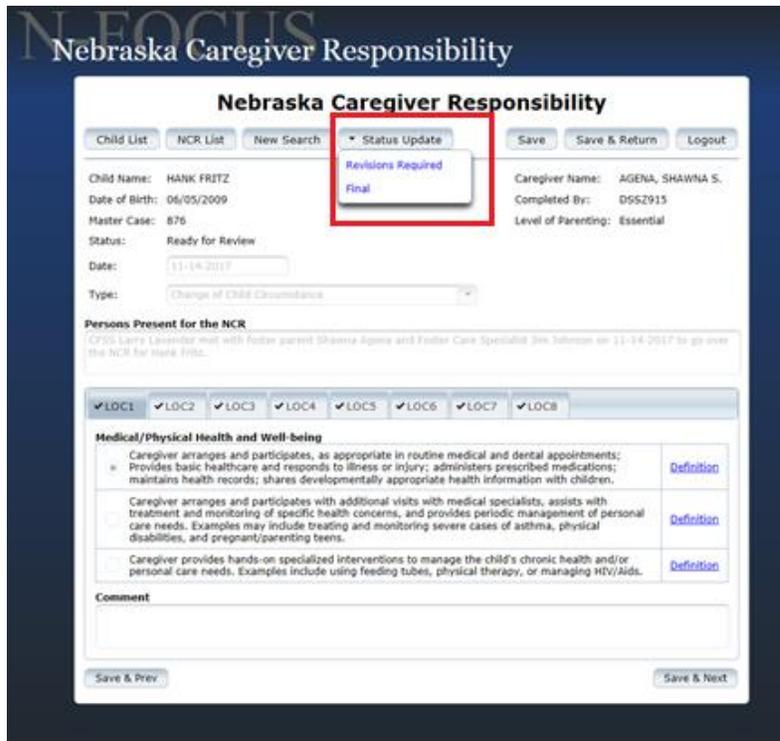
✓LOC1 ✓LOC2 ✓LOC3 ✓LOC4 ✓LOC5 ✓LOC6 ✓LOC7 ✓LOC8

Transition To Permanency and/or Independent Living

- For all children/youth regardless of their permanency objective, Caregiver provides routine ongoing efforts to work with biological family and/or other significant adults to facilitate successful transition home or into another permanent placement. Caregiver provides routine assistance in the on-going development of the child/youth life book. [Definition](#)
- Caregiver actively provides age-appropriate adult living preparation and life skills training for child/youth. For children/youth age 14 and above, training should be outlined in the written transition plan and determined through completion of a life skills assessment. --For children/youth whose permanency objective is adoption or guardianship, the caregiver (with direction from their agency and in accordance with the case plan), cooperates and works with team members, potential adoptive parents, therapists and specialists to ensure the child/youth achieves permanency. [Definition](#)
- Transition to Adulthood Focus: Caregiver supports active participation of youth age 14 or above in services to facilitate the development of life skills and the transition to living independently as an adult. [Definition](#)

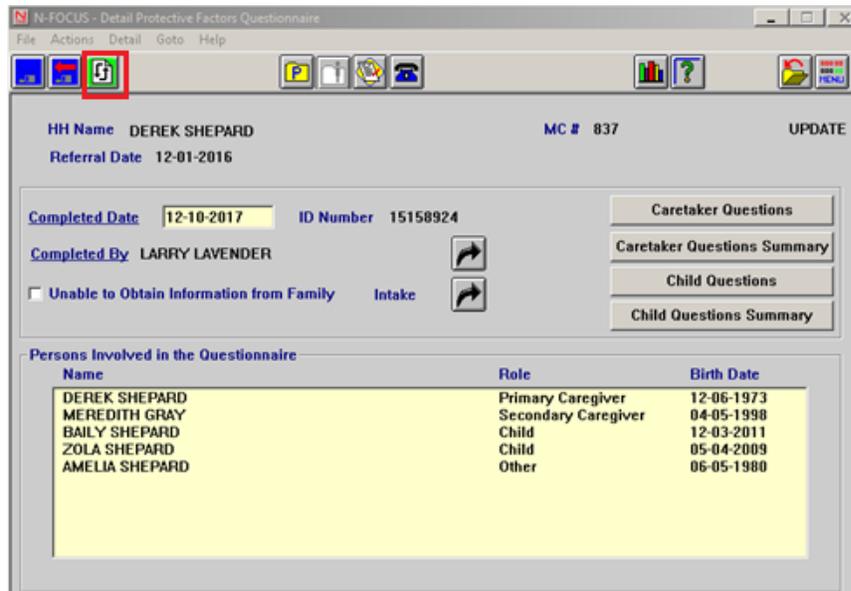
Comment

Save & Prev Save & Next



Protective Factors Questionnaire Copy Forward (Change)

Copy Forward is now available on the Protective Factors Questionnaire (PFQ). Workers can copy forward the most recent PFQ. All of the Caretaker and Child Question responses will copy forward.



Education Court Report Copy Forward (Change)

Copy Forward is now available on the Education Court Report. Workers can copy forward the most recent finalized Education Court Report.

N-FOCUS - Detail Education Court Report

File Actions Goto Help

Child's Name JONATHAN HANSON INQUIRY

Completed By LARRY LAVENDER

Completed By Date 10-30-2017

Status FINAL Status Date 02-10-2018 Report Questions

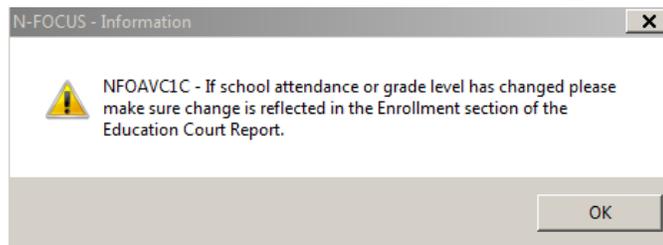
Legal Actions

Court	Judge	Docket	Page
LANCASTER COUNTY JUVENILE COUR	REGGBLUE RYDENAME		

Reviewed By LARRY LAVENDER On Behalf Of

11-16-2017 14:39:38

Question 01: Is the child enrolled in school, preschool, child care or Early Development Network (EDN) will copy forward, to include the School and Grade Level for the child listed in the last Education Court Report. So if the last Education Court Report was completed in May 2017 at which time the child was in 2nd grade and the worker copies forward that court report in August 2017 (a new school year), the court report will still show the child in 2nd grade. The worker must go in and manually change the school attendance. Additionally 'Length of Attendance' will not copy forward. When the worker goes to put the Education Court Report in Ready for Review status they will receive a message signaling the worker to change school and grade level if needed.



Question 03: Has the current change in the school attended been determined to be in the child's "Best Interest"? Will NOT copy forward.

Question 04: Has an Education Court Report been jointly developed by DHHS, the school of origin, and the child's parents (or education surrogate) following removal from the home? Will NOT copy forward.

Allegations Duplicate/Permanent ARPS (Change)

When searching for an ARP on the Central Registry or Allegations, a search will also occur for any associated duplicated or permanent ARPS. The worker will no longer have to search in the Person Detail of both duplicate and permanent ARP, both permanent and duplicate ARPS will appear with respective allegations.

Alleged Perpetrator	Area	Type	Alleged Victim	Intake Number	Finding	Finding Date
LESTER HOLT	C	EMOTIONAL NEG	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	MED NEG HNDCP	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL NEGL	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	EMOTIONAL ABU	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	SEXUAL ABUSE	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	SEXUAL ABUSE	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	MED NEG HNDCP	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	EMOTIONAL ABU	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL ABUS	ALLISON HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL NEGL	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL ABUS	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL ABUS	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	EMOTIONAL NEG	BILLY HOLT	1010	COURT SUB	09-27-2017
LESTER HOLT	C	PHYSICAL NEGL	BILLY HOLT	1010	UNFOUNDED	09-27-2017
LESTER HOLT	C	PHYSICAL NEGL	ALLISON HOLT	1010	UNABLE TO	09-27-2017
LYOD HOLT	C	PHYSICAL NEGL	BILLY HOLT	1011		
LYOD HOLT	C	PHYSICAL ABUS	ALLISON HOLT	1011		
LYOD HOLT	C	PHYSICAL NEGL	ALLISON HOLT	1011		
LYOD HOLT	C	PHYSICAL ABUS	BILLY HOLT	1011		